



Out of State IEP Guidance

Periodically, students with IEPs from other states transfer into our school district. It is important we work to ensure they have accurate and up-to-date IEPs in our electronic database for the purposes of access and reporting. To this end, please adhere to the following guidance:

1. If the student's annual review is **more** than 6 months before their date of enrollment into our school system, plan to:
 - a. Enter the IEP (as best you are able) into Acuity for approval and activation.
 - b. Schedule an IEP meeting that will serve as a transfer IEP meeting only.
 - c. Amend the IEP with any updates decided upon by the IEP team.
2. If the student's annual review is **less** than 6 months before their date of enrollment into our school system, plan to:
 - a. Schedule an IEP meeting that will serve as a transfer IEP meeting AND an annual review IEP meeting.
 - b. Create a new IEP (as opposed to entering and amending the old IEP) in Acuity.
 - i. This IEP may reflect, in some fashion, the present levels and goals from the prior IEP, as they are relatively recent and likely still capture the student's current functioning.